



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: EXECUTIVE SECRETARY TO THE DIRECTOR OF
DIVERSITY, EQUITY AND INCLUSION

SALARY: \$38,936 - \$49,380 annually

LOCATION: Monroe County Department of Diversity, Equity and Inclusion

JOB SUMMARY:

This is a high level secretarial position, located at Monroe County's department of Diversity, Equity and Inclusion, and is responsible for the performance of confidential and complex secretarial tasks. Duties involve solving office management problems and referring or responding to inquiries, acting on behalf of the administrator in accomplishing routine administrative business, and typing and/or composing confidential materials. The employee reports directly to, and works under the general supervision of the Director of Diversity, Equity and Inclusion. Does related work as required.

CHARACTERISTICS OF THE IDEAL CANDIDATE:

- A. Prior experience in an executive secretary or similar high level administrative assistant position.
- B. Proficiency in Microsoft Office Suite & comfort with computer technology and SAP.
- C. Experience with scheduling, inventory control & basic financial systems.
- D. Excellent verbal and written communication skills.
- E. Comfortable working in a fast-paced environment, where confidentiality and flexibility are key.
- F. Exceptional office management & organizational skills.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: November 22, 2021

Posting Deadline: Until Filled